

Facility Name: \_\_\_\_\_ Revision Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Emergency / Power Outage Plan for Vaccines**

**Until prepared to pack and move vaccines  
KEEP ALL REFRIGERATOR AND FREEZER DOORS CLOSED**

### ***Emergency Contact List***

Facility Primary Vaccine Coordinator: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Secondary Vaccine Coordinator: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

***As appropriate for your facility, include name and phone numbers listed below***

Building Maintenance: \_\_\_\_\_ Phone: \_\_\_\_\_

Electric Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Alarm Monitoring Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Storage Facility: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_

Refrigerator Repair Company: \_\_\_\_\_ Phone: \_\_\_\_\_

### ***Emergency procedure for protecting vaccines***

- Activate generator if used for alternate source of power
- Check circuit breakers (Specify location) \_\_\_\_\_
- Prior to transport of vaccines, record time and refrigerator(s) and freezer(s) temperatures
- Begin process to transfer vaccines to alternate storage facility (see instructions)  
(Specify location) \_\_\_\_\_
- Keep Dickson temperature monitor(s) with vaccines
- Varicella vaccines (from freezer) must be kept frozen **or** must be used within 72 hours.
- Properly label all boxes

***DEVELOP WRITTEN PROTOCOLS FOR PACKING AND TRANSPORTING VACCINE TO  
AND FROM THE ALTERNATE STORAGE FACILITY***

## **Pre Event**

### **Required Emergency Supplies and Location**

Specify location of essential materials for temporary vaccine storage or transport

- 1) Insulated coolers (2 or more)
- 2) Cool packs (4 or more)
- 3) Ice packs (4 or more)
- 4) Dry ice (6 lbs or more) for Varicella if possible
- 5) Thermometers (move with vaccines)
- 6) Packing materials
- 7) Flashlights (should be readily available)
- 8) Spare batteries
- 9) Other (as needed for your facility)

### **Transport of vaccines**

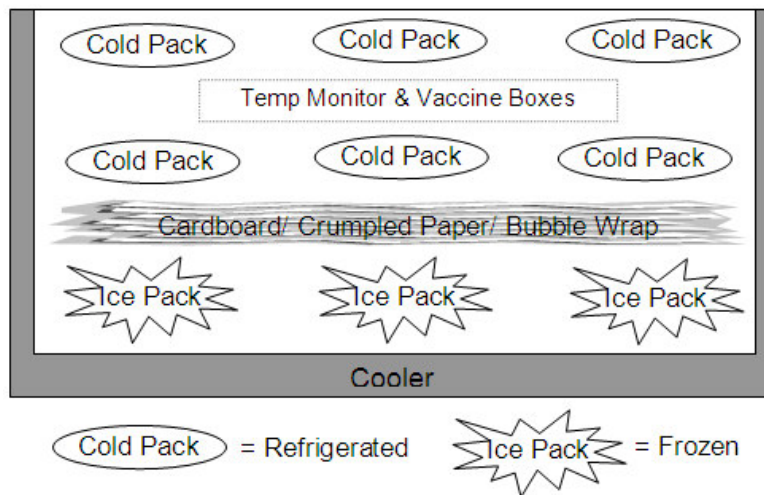
Do not open the refrigerator and/or freezer doors until preparations are complete for packing and moving the vaccine to the alternate storage facility (see instructions and diagrams below).

### **Off-Site Storage**

- Contact alternate storage facility.
- Prior to transporting vaccine, record the temperature of the refrigerator(s) and freezer(s).
- Move the Dickson temperature monitor with vaccines.
- Transport the vaccine following cold chain procedures for storage and handling.

### **Refrigerated vaccines (maintain between 35° - 46° F, 2 - 8° C. Do not freeze)**

- Pack the refrigerated vaccines first, using enough refrigerated/frozen packs to maintain the cold chain. Keep vaccines in original boxes.
- Document the time and vaccines storage unit temperature at the time the vaccine is removed for transport
- Pack an insulated cooler according to protocol with thermometers
  - Be sure to place an insulating barrier (e.g., bubble wrap, crumpled brown packing paper, Styrofoam™ peanuts) between the refrigerated or frozen packs and the vaccines *to prevent accidental freezing*. The contents of the container should be layered as follows: refrigerated or frozen packs, insulating barrier (to minimize risk of freezing), vaccine, a temperature monitor, another layer of barrier, and additional refrigerated or frozen packs.
  - Vaccines should never be in direct contact with the refrigerated or frozen packs
  - Use *properly placed* thermometers near the vaccine to assess whether the cold chain has been broken. The thermometer should be placed next to the vaccine and should not come in contact with the refrigerated or frozen packs.



- Label the outside of the container (s) to identify the contents as fragile vaccines requiring refrigeration or freezing (varicella – see below for further details on frozen vaccines).
- Labels need to include facility name

***Frozen vaccines (maintain at 5° F, -15° C or colder)***

***CAUTION – Varicella vaccines must be kept frozen***

- Document the time and vaccines storage unit temperature at the time the vaccine is removed for transport. Keep vaccines in original boxes.
- Pack the frozen vaccines last using a separate insulated container.
- Remove varicella vaccine from the freezer and pack with dry ice immediately before transporting. At least 6 pounds of dry ice should be used in the container to maintain the vaccines in their frozen state (to ensure the temperature is maintained at 5° F (-15 ° C) or colder.
- If no dry ice is available you may transport with frozen packs; however, if transported with frozen packs to keep the temperatures between 36° F – 46 ° F (2° C – 8 ° C) the varicella vaccine must be used within 72 hours after its removal from the freezer.
- Label the outside of the containers to clearly identify the contents as frozen vaccines and with clear instructions to “keep frozen”.

***Post Event***

- Store vaccines maintaining the cold chain and label vaccines “do not use”.
- Do not discard vaccines.
- Contact the Epidemiology Vaccine Depot for instructions.
- Complete the Vaccine Return and Facility Incident Report forms and **FAX to (907) 341-2228**.
- Include in the report the minimum/maximum temperatures, incident length of time, cause of cold chain breach and/or necessity to transport.
- If instructed to return vaccines, include copies of the Vaccine Return and Facility Incident Report forms in the box.

**Contact the Epidemiology Vaccine Depot at (907) 341-2202 for vaccine instructions**

Copies of Emergency Plan template can be found at [www.epi.alaska.gov/immunize](http://www.epi.alaska.gov/immunize)